



About Salisbury

The City of Salisbury was founded in 1753. The area is rich with centuries of history and adventure while maintaining the charm and character distinct to the region. By 1855, Salisbury had become an important rail junction, connecting the Piedmont to eastern North Carolina.

The City of Salisbury, the county seat of Rowan County, is located in the Piedmont area of North Carolina. Located on Interstate 85, 35 miles northeast of Charlotte and southeast of Winston-Salem, Salisbury is within one days' travel time of any major city on the east coast and is located at the crossroads of I-85, U.S. 29, 52, 70, 601 and N.C. 150. Over 3 million people live within 90 miles of Salisbury, 1.5 million within 55 miles and 60% of the population of the United States is located within an overnight drive of the City.

The Culture

The Salisbury community presents an area rich in cultural resources with tremendous citizen support and stewardship for arts and cultural development. Salisbury boasts a tradition of

valuing arts and diligently strives to protect existing resources while linking arts and cultural resources to key economic, neighborhood development, educational, and social goals of the broader community.

Salisbury is characterized by a strong commitment to historic preservation, high levels of arts and cultural activity, a citizen base that places high value on arts education, and a strong local tradition of civic volunteerism. The city offers a growing, strong population of professional and amateur artists drawn from many disciplines with vast support from local patrons and foundations. The City of Salisbury welcomes diversity.

Responsibilities

The Planning & Community Development Director will perform professional work providing general oversight and direction to City planning operations. Work is performed under the general supervision of the Assistant City Manager.

Specific Responsibilities:

- Develops, plans, implements and manages department goals, objectives, policies and procedures necessary to provide planning services.
- Manages the daily operations of the Planning and Community Development department including the administration of code services functions.
- Prepares the annual division budget; monitors expenditures and provides general budgetary oversight.
- Prepares reports and recommendations for presentation to the City Council.
- Writes ordinances and drafts policies as required.
- Performs personnel functions including hiring, disciplinary actions and performance appraisals.
- Develops and leads staff to meet the organization's expectations for productivity, quality and goal accomplishment.
- Oversees HUD funds, including CDBG and HOME funds.
- Responds to public inquiries regarding planning operations; responds to requests from elected officials related to special programs, presentations and constituent services.
- Addresses legislative issues such as annexation, local bills and statutory charges; monitors the General Assembly when in session.
- Promotes planning efforts through participation in community and statewide organizations.
- Establishes and maintains effective working relationships with City officials, contractors, public groups and general public.

Qualifications

- Bachelor's degree with coursework in municipal planning, geography, urban design, public administration, or related field and considerable experience in municipal planning and community development, or equivalent combination of education and experience
- Valid North Carolina Driver's License
- Minimum of 5 years' experience overseeing a Planning department and well versed in short and long term planning with an emphasis on innovative housing initiatives.
- Experience in an entitlement community, as it relates to CDBG funding, preferred
- Possession of or ability to obtain certification from the American Institute of Certified Planners within six months of employment
- Comprehensive knowledge of the advanced principles and practices of municipal planning and community development and recent developments in the field

Salary Range

\$67,760.85 - \$98,000.00 (Depending on Experience)

Application Process:

Apply online at www.salisburync.gov/hr

Closing Date: Open Until Filled

First Review of Applications: November 16, 2018